

# REAL PROPERTY VOUCHER

VOUCHER NUMBER

NAME OF INSTALLATION

DATE \_\_\_\_\_

## LOCATION

## 1. STREET

**2. CITY OR TOWN**

### 3. COUNTY

#### 4. STATE

## 5. GEOGRAPHICAL COD

6. GSA CONTROL NUMBE

## 7. LOCATION

## 8. IDENTIFY NUMBER

## DESCRIPTION OF PROPERTY

9A. USAGE CODE

## 9B. CLASSIFICATION

## 10. OTHER IDENTIFYING DESCRIPTIVE DATA

11. TYPE OF TRANSACTION (check one only)

☐ **New Acquisition**

☐ **Transfer Out**

☐ Improvement or Other

 **Capitalize**

○ **Transfer In**

○ **Disposal**

○ **Construction-In-Progress**

## 12. AUTHORITY

DATE	PROJECT DESCRIPTION	PROJECT COST	CHANGE IN ASSET VALUE	
			INCREASE	DECREASE

13. Entries or adjustments were made in the real property management records and as appropriate, a copy of this voucher was submitted to the fiscal accounting office for use in posting the asset account.

**SIGNATURE**

**TITLE**

DATE \_\_\_\_\_